

CONFIDENTIAL

OPERATIONS DIRECTORATE SUPPORT OFFICERS MEETING

31 July 1974

1. Item of interest from the DDO Staff Meeting - 31 July 1974

Telephone Security. Mr. Nelson described a briefing by Div D which demonstrated the type of security hazard associated with the use of the black line telephone system. A notice will be published shortly. The Div D demonstration will be given again during the week of 12 August. Those interested can contact Div D directly.

2. Window Screens. Some time ago someone asked whether a special approval is necessary to install window screens in a house leased by an employee under a quarters allowance. Logistics advises that window screens are so basic that, if they don't exist, the Station may provide them. Charge Station support.

3. TVA's and CTVA's. Agency regulations stipulate that a TVA slot must exist for each transportation allowance or whenever reimbursement for use of a POV (mileage) is authorized on a continuing basis. The Office of Logistics has reviewed this requirement and concluded that it is no longer necessary. The regulations will be amended as soon as possible, and in the meantime the requirement can be disregarded.

4. Use of Nearby Motels. Two or three weeks ago we noted that the DDO had asked that operational meetings not be held in the motels at Tyson's Corner and Rosslyn.

5. Shipment of HHE for Representational Reasons. The DDO has approved the 2,500 pound limit for additional HHE to be shipped by a COS for representational purposes. We will eventually incorporate this into the Representational Letter.

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6. Parking. We have had a number of complaints concerning parking violators in reserved spaces. Security can control this only by strictly enforcing the regulations. This means that they cannot distinguish between violators and those who fail to display their permits. Please inform all holders of reserved parking permits that they can expect to be ticketed if they fail to display the permit.

Further on parking. We have attached a summary of statistics on car-pools. We don't plan to do anything else on this, but thought the data might be interesting.

7. 1975 Model Cars. Attached for your information is a headquarters notice distributed by EA Division. The Office of Logistics is still working on an Agency-wide paper. In the meantime, you can use the EA notice as a starter. [REDACTED] EA/Log, worked with Logistics in developing the data.

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8. Mr. Brownman's Reception. The reception for Mr. Brownman has been shifted from the Executive Dining Room. The date is still the same -- Wednesday, 31 July, 5:30 P. M., in the Rendezvous Room.